



"Tomorrow is the most important thing in life. It comes into us at midnight very clean. It's perfect when it arrives and it puts itself in our hands. It hopes we've learned something from yesterday".

– John Wayne

Purchasing Update

July 21, 2006

PURCHASING WORKSHOP

Just another reminder that we are having a Purchasing Workshop for the Boise area. Anyone that has responsibility to purchase goods or services for your agency is encouraged to attend. Registration is not necessary to attend this workshop. Workshops for Northern and Eastern Idaho will be announced soon.

Tuesday, July 25, 2006
9:00 a.m. – 12:00 Noon
Department of Agriculture
2270 Old Penitentiary Road
Boise
Downstairs Conference Room

Tentative Agenda

Welcome to Agriculture – Phillip Brandy
Administrative Updates - Jan Cox
New Personnel, Purchasing Announcements – Mark Little
Public Works, What we Do and Who to Contact – Tim Mason
Enterprise Rent-A-Car Presentation – Michael Gartner
Other Administration Departments & Services – Bobbi Eckerle

NOTE: Please pass this information on to the people that are responsible for purchasing goods within your agency. If you would like someone added to the IDPurch list so that they will receive the newsletters, please send the information to Pearl. My e mail is listed at the end of this update.

WELCOME AND INTRODUCTIONS



Mark Little, State Purchasing Manager welcomes new employees.

When I came on board as the Purchasing Manager, I knew I had challenges upholding the positive image the Division has and was immediately faced with the additional challenge of replacing staff. I am confident we now have an excellent, professional staff filled with the experience and background sufficient to meet the many procurement challenges we all face. Please take time to drop by the Division of Purchasing and meet your new purchasing team members. They will be visiting you as well.



Sarah Hilderbrand, Purchasing Officer at the Division of Purchasing. Sarah has been active at various levels of government in Oregon, most recently representing small cities and various special districts as an attorney in Eugene. Sarah also served as the Baker County (Oregon) Counsel for five years, from 1998 – 2003. Sarah has four children: a teenage stepson, a five year old daughter, five year old son, and a three year old son. She grew up swimming competitively and playing water polo, and was a member of the US Women's National Team (water polo) for several years in the late 1980's and early 1990's. Sarah spends all the time she can with her family, and together they enjoy camping, fishing, horseback riding, playing in the sand and snow, playing sports, and, of course, swimming.



Jason Urquhart, Purchasing Officer at the Division of Purchasing. Jason most recently was the Buyer for the Idaho Department of Correction, from 1997 to 2006. Prior to that, he was a contracting specialist with the USAF for over six years. His educational background includes various USAF contracting courses, and he's a State of Idaho Certified Public Manager (CPM) program graduate. He enjoys spending time with his family and friends, and is active in his church. He and his wife Reneá are parents of five children, Heidi age 16, Lauren age 11, Jason Jr. age 9, Autumn age 5, and Hope age 1.



Bonnie Sletten, Purchasing Officer at the Division of Purchasing. Bonnie has been in the purchasing field since 1985. She has worn many hats over the years from Buyer, Purchasing Agent, Assistant Manager, Manager and now Purchasing Officer with the Division of Purchasing. Her career has involved both domestic and international trade in a specialized high tech niche market. Most recently she has been involved with Public Procurement with BSU and ITD specializing in Contract Development and Contract Administration. She has been involved with Institute for Supply Management (ISM) for many years, earned her C.P.M. and served on the board with Los Angeles and San Fernando Valley Chapters. Currently Bonnie is serving a third term as the Professional Development Chair of the Boise chapter of ISM and is serving a second term on the board for IPPA, the local chapter of National Institute of Government Procurement (NIGP).

Bonnie volunteers for several organizations; American Red Cross, Gene Harris Jazz festival, is a 3rd year judge for the Kansas City Barbeque cook off and NIAC (National Institute for Animal Cruelty). Bonnie has a "never say die" and "aren't we having fun yet" attitude!



Anthony T. Opalka, Purchasing Officer at the Division of Purchasing. Tony was born in Las Vegas, Nevada and raised in Albuquerque, New Mexico. After school he spent 7 years in the US Air Force in Mt Home, Idaho as a Contract Administrator. The area was so nice my wife and I decide to stay. After serving in the military, I spent 10 years in technology based training and business management for various groups such as HP, MCI, WorldCom and EDS. Now I enjoy working with the State of Idaho and I'm still living in Boise. I have two great children, a 17 year old daughter and a 7 year old son. I enjoy spending time with my family and the great outdoors including water sports, golf, camping and fishing.



Mary Jepsen, Purchasing Officer at the Division of Purchasing. Mary has been in State government for 25 years (22 of those years in Contracts/Purchasing).

I have completed numerous classes on Contracting and Purchasing issues.

I am presently working on certifications for Certified Public Purchasing Buyer, (CPPB) and Certified Public Purchasing Officer, (CPPO).

My Hobbies; Antiquing, Flower Gardening

Moved to Idaho in January 1980.

Married, three (3) children, five (5) grandchildren.



Gregory Lindstrom is the Information Technology Purchasing Officer for the State. Gregory is a Boise State Alumni with BBA and post graduate studies in Informational Sciences, with a minor in music. Gregory has 15 years with Honeywell Defensive Avionics Systems Division Inc. as a Programmer, Systems Analyst and Project Manager on financial, purchasing, manufacturing, project scheduling, and design engineering software applications. Software Program Manager for ERP II implementation (Purchasing, Receiving, Inventory, Material Planning, Accounts Payable, Shop Floor Control). Other experience: Commodity Manager, Manufacturing Systems Manager, Purchasing Manager, and Senior Buyer, Construction Procurement Officer with Hewlett Packard, GE/Stellar, Micron Electronics, Power Engineers, and the City of Boise. His favorite pastime is spending time with his wife Arin.



Marilyn Rushing, Purchasing Support. Marilyn moved to Boise last summer from Sparks, Nevada, where I have lived for the past 30 years. After my husband's retirement, we moved here to be closer to family. Wayne and I like Boise and are having fun exploring the area. We have four grown children and seven grandchildren.

In Nevada, I previously worked as a bank teller and also did clerical work at a machine shop. But my most fun job was working as a Showroom cashier at Harrah's Reno because I was able to watch all the shows each night.

I am enjoying my new job at Purchasing; the employees are great and fun to work with.

At home I dabble at painting, genealogy, and a little gardening. This year I planted some vegetables for the Idaho Food Bank's "Grow-A-Row" program. My church is sponsoring this joint neighborhood service project to help our community. It is a great way to meet the neighbors as I pass out flyers and take pictures of their gardens. Check out the program at www.idahofoodbank.org.



Beth Nicolson, Purchasing Support. Beth moved here with her 16 year old daughter Lindsey, (I hate to say it) from Southern California last October. We have family here and had visited several times in the past. When the opportunity arose to move, we went for it. I have to say that we are much happier here. Idaho is a beautiful state.

We both enjoy the outdoors and everything that goes with it. However, I much prefer Fall and Winter over Summer. I love to garden, take walks with our dog, and explore new places in the state. I think (I know) we will be here for quite awhile!



Carrie Champlin, Purchasing Support. Carrie is an Office Specialist 2 for the Division of Purchasing, effective May 20, 2005. Carrie has worked for the Department of Administration for over four years and previously worked for the Department of Juvenile Corrections as well.

Carrie was born and raised in New York. She studied Music Education at two of the finest music schools in the country, Julliard and The Crane School of Music. After living in New York she moved to Idaho and has resided here for five years. Carrie enjoys spending time with her family and spoiling her nieces and nephews. Carrie also enjoys singing karaoke and watching movies, especially any movies with Johnny Depp. Most recently Carrie went to Las Vegas and tried out for the hit show, American Idol. It was a great experience for her.

RETIREMENT



Congratulations to Elaine Ricketts, Purchasing Officer for the Division of Purchasing on her Retirement. Elaine has been with the Division of Purchasing for 8+ years. Prior to that she worked for the Dept. of Corrections for 12 years. She was a Purchasing and Warehouse Supervisor for Boise Cascade 10 years prior to State employment. We will miss her expertise and more than 30 years of purchasing experience. Her last day is Friday, July 28, 2006. Please send her an e mail to wish her all the best for her many years of service to the State, the Department of Administration, and your Agency.

PURCHASING TIPS

For those of you new to purchasing. The following is a sample LETTER OF INTENT that we suggest you might use for "Formal bids". Remember to allow five (5) working days after your letters are sent out incase of an appeal before you issue your purchase order. It is O.K to fax your letters so you can start counting, but be sure to get confirmation of the fax for your file. Lastly; always follow up with a hard copy through the US mail.

Sample (body of formal letter);

RE: ITB#00000; (Commodity), on behalf of the (your Agency), Bid closed (date) at 5:00 PM Mountain Time.

Attn:

(Name of the Company) proposal for the above referenced solicitation has been considered. Please consider this letter as the Notice of Intent to Award to the following responsive, responsible, and highest (point or cost) Proposer:

(Name of COMPANY you intend to award to)

Below is the bid tabulation summary for your information.

	1000 points
BIDDER	Possible
X Co. - Boise	840
Y Co. - Nampa	890
Z Co. - Caldwell	920

The State of Idaho appreciates (Company's) interest in supplying the needs of the State.

SURPLUS PROPERTY NEWS

Federal Surplus is MOVED AND OPEN FOR BUSINESS. The new location is **3416 Bennett Street, Boise**.

To find us in our new location: From Broadway Exit, go north to Federal Way turn-off. Turn left at the light, onto Federal Way; go west on W Victory Road (approx ¼ mile, watch for *Gran Del Petroleum* sign on left); then left on W Victory to RR tracks; cross tracks and make immediate left on Lindsay; then south to Bennett St; and left again just before Republic Storage gate; follow lane to Federal Surplus Property building.

About Federal Surplus Property: The Federal Surplus Property program acquires property no longer required by the federal government and transports, stores, and distributes the property to eligible agencies and programs. The Department of Administration administers the Federal Surplus Property program in Idaho. Participation is limited to state agencies, public agencies, and some non-profit organizations. The property is donated by the federal government, but costs are associated with administrative services and shipping to the Idaho warehouse. Additional shipping costs apply to deliver property to a customer's location. The Federal Surplus Property program conducts no auctions or public sales. Federal Surplus Property includes a wide variety of new and used property; such as equipment, vehicles, furniture, office supplies, etc.

For more information, contact Bruce Hutchinson, Business Manager, 332-1629,
Bruce.hutchinson@adm.idaho.gov

STATEWIDE CONTRACTS UPDATES

The evaluations for Paper, Plastic and Cleaning Supplies are almost complete. A new Contract is anticipated soon.

The evaluations for Plastic Bags are almost complete. A new Contract is anticipated soon.

Tires are currently out to bid and a new Contract should be in place sometime in August.

The Envelope Contract has been renewed. The renewal has price increases, effective August 1, 2006.

The Carbonless Cut Sheet Forms Contract has been renewed. The renewal has price increases, effective August 11, 2006.

The Letterhead Stationery and Matching Envelopes Contract will be renewed. The renewal will have price increases, effective September 1, 2006.

If you have a need or would like to see a commodity provided as a Statewide Contract, we would like to hear from you.

PURCHASING TRAINING



The Idaho Division of Purchasing is offering purchasing training and webinar's on a regular basis. Visit the website at; www.adm.idaho.gov/purchasing and click on the link to State Buyer Training for additional information.

We are currently taking registrations for our next NIGP Workshop. The course title: PLANNING, SCHEDULING AND REQUIREMENT ANALYSIS. This workshop will be held in Boise on September 20 – 22, 2006. This is a 3 day seminar. The cost is \$500.00 per person. Please send an e mail to pearl.smith@adm.idaho.gov and register from the website.

This course will cover strategic planning within an organization and the importance of its relationship to procurement planning. Planning models will be discussed as will public sector budgeting. Developing key partnerships within the organization in requirements determination will be explored, as this will lead to the development of proper specifications. Pricing strategies employed in the public sector such as cost analysis and life cycle costing will also be covered.

This introduction to the strategic planning/procurement planning process will be valuable to all public procurement professionals who are interested in developing strategic working relationships with end users in their organizations. This course will be beneficial to every public procurement professional attempting to advance in the field and develop their knowledge, skills and abilities relative to procurement's strategic position within an organization.

Remember – NIGP workshop credits can be used for UPPCC certification and re-certification!

Purchasing Update is a newsletter for the **Department of Administration, Division of Purchasing** designed to provide purchasing information to state and public agency purchasing personnel. Anyone wishing to contribute information and ideas for future articles; has questions regarding state purchasing issues; the **Division of Purchasing** mission or activities, please contact Pearl Smith at (208)-332-1612 or pearl.smith@adm.idaho.gov